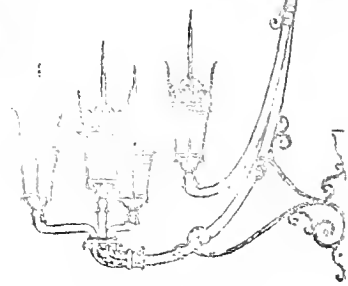


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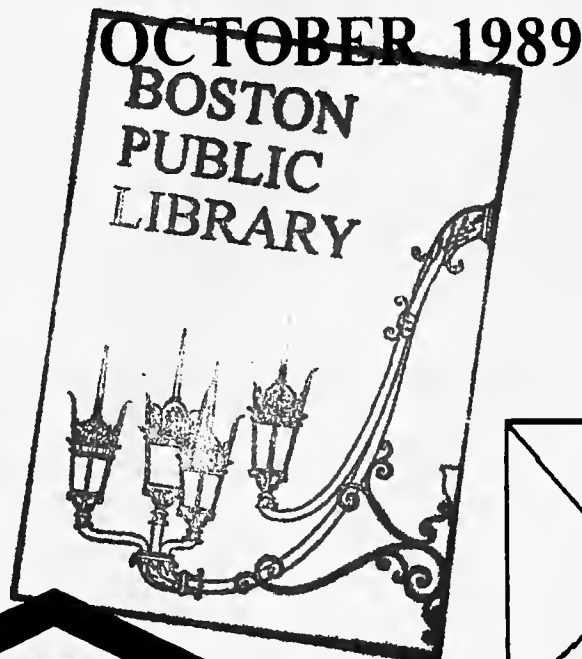
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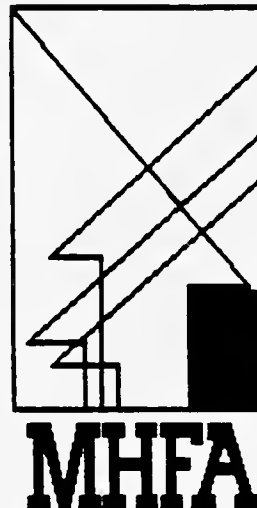
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HOMEOWNERSHIP OPPORTUNITY PROGRAM HOP SUBSIDY AND MHFA MORTGAGE COMMITMENT APPLICATION



Massachusetts Housing Partnership
100 Cambridge Street, 18th Floor
Boston, MA 02202
(617) 727-7824



Massachusetts Housing Finance Agency
Office of Single Family Programs
50 Milk Street, 8th Floor
Boston, MA 02109
(617) 451-3480



HOMEOWNERSHIP OPPORTUNITY PROGRAM

INTRODUCTION

The Massachusetts Housing Partnership and the Massachusetts Housing Finance Agency are pleased to announce the availability of subsidy funds under the Homeownership Opportunity Program (HOP). Subsidy financing is available on a first-come, first-served basis for projects satisfying all the eligibility criteria set forth in the HOP Program Guidelines dated October 1989. The application process is described below.

I. Eligibility Criteria

Typically, projects will have to address the following criteria in order to qualify for HOP financing:

- o The project meets all standard HOP affordability criteria for pricing; income levels to be served; percentage of affordable units; and percentage of three bedroom units.
- o The project meets all standard HOP criteria for financial feasibility; site suitability; appropriateness of design; quality of construction; and marketability.
- o The project has the demonstrated support of the community in which it will be located in the form of sign-offs from the chief elected official and the local housing partnership, or has documentation demonstrating the developer's attempts to gain such approval including addressing all reasonable concerns of the community.
- o The developer has secured all necessary zoning approvals and applicable permits (building permit(s) excluded).
- o The developer has obtained construction financing.

II. Process for Submitting Applications

In order to assist development teams in determining the appropriateness of certain developments to apply for HOP funds, sponsors of potential projects are encouraged to contact Lionel Julio, MHP-HOP Development Analyst, to schedule project meetings. Mr. Julio can be reached at (617) 727-7824. MHP and MHFA will jointly conduct the project meetings and will assess the potential of each project with the sponsor. If a project appears to be eligible for consideration, the sponsor will be invited to submit the attached funding application. **Please Note:** the invitation to submit an application is not a funding guarantee. A funding decision will be made only after MHP and MHFA have completed reviewing the application.

The application review period for proposals will be 45 days from receipt of a complete application at MHP and MHFA. At the conclusion of the review period, the sponsor will be notified whether the project will be

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<http://www.archive.org/details/homeownershipopp1989mass>

recommended to the Secretary of the Executive Office of Communities and Development for subsidy funding and the MHFA Single Family Housing Review Committee and the MHFA Board for mortgage funding at their next regularly scheduled meetings. Projects recommended for funding typically will receive HOP financing commitments and mortgage financing commitments within 20 days of the recommendation.

A non-refundable submission fee will be charged for all applications of \$7 per every \$1,000 of MHFA mortgage financing requested payable as follows: \$4 per \$1,000 paid at time of application and the remainder paid at time of approval. Checks should be made payable to MHFA and submitted with nine full copies of the funding application to MHFA, Office of Single Family Programs, 50 Milk Street, Boston, MA 02109.

III. Application Requirements

This package includes the items required for review for a commitment of HOP subsidy funds by MHP and mortgage funds by MHFA. Compliance with the following items is essential for your project to be reviewed in a timely manner. Please review all materials to assure the legibility of all copies submitted as part of the proposal.

1. All items requested must be provided. Applications with any omissions will not be accepted.
2. Each application package (except for architectural drawings) must be two-hole punched at the top of each page and secured with an Acco-type fastener.
3. Fold architectural drawings. Please do not roll plans.
4. Each section of the application should be marked with a tab corresponding to the section or exhibit as numbered in the application package. If an exhibit is not applicable, please indicate this fact clearly.
5. Include the checklist with the application.
6. Label copies of the application 1,2,3...9 and submit the requested materials as follows:

Copies 1 - 5 Application Sections: A - L plus Drawings
Copies 6 - 8 Application Sections: A - L
Copy 9 Application Sections: A - N
7. Contact Lionel Julio at MHP (617) 727-7824 to schedule application intake meetings.

IV. Questions

Please direct any questions on the eligibility criteria or the application process to MHP HOP Staff and/or Regional Directors at (617) 727-7824 or MHFA HOP Staff at (617) 451-3480.

(B)

HOMEOWNERSHIP OPPORTUNITY PROGRAM

HOP SUBSIDY AND MHFA MORTGAGE COMMITMENT APPLICATION

CHECKLIST

- _____ Dated cover letter from Developer certifying that all information included in the application is true and correct.
- _____ Check payable to MHFA in the amount of \$_____.
- _____ Checklist

Section A - The Community

- _____ Application - Pages 1 - 2
- _____ Exhibit 1 - Letters of Support
 - _____ Chief Elected Official
 - _____ Local Housing Partnership

Section B - The Project

- _____ Application - Pages 3 - 7
- _____ Exhibit 2 - Letter to Public Housing Authority
- _____ Exhibit 3 - Commitment Letter(s) for Other Public Funds

Section C - The Development Team

- _____ Application - Pages 8 - 11
- _____ Exhibit 4 - Developers' Resume
- _____ Exhibit 5 - Contractor's Resume

Section D - Affirmative Action

- _____ Application - Pages 12 - 16
- _____ Exhibit 6 - Affirmative Fair Marketing Plan

Section E - Project Feasibility

- _____ Application - Pages 17 - 20
- _____ Exhibit 7 - Copy of Signed Construction Financing Commitment Letter

Section F - The Site

- _____ Application - Pages 21 - 23
- _____ Exhibit 8 - Letter from Mass. Dept. of Food & Agriculture
- _____ Exhibit 9 - MHFA Site Approval Letter
- _____ Exhibit 10 - Copies of All Required Permits
- _____ Exhibit 11 - Deed to Property, Purchase & Sale, or Option
- _____ Exhibit 12 - Verification of Land Cost at Last Arm's Length Transaction
- _____ Exhibit 13 - Land Appraisal
- _____ Exhibit 14 - Directions to Site and Photo w/Landmarks
- _____ Exhibit 15 - Community/Area Map of the Site
- _____ Exhibit 16 - Aerial Map of Site

Section G - Marketing Plan

- _____ Exhibit 17 - Marketing Plan
 - _____ Title Page
 - _____ Executive Summary
 - _____ Project Description
 - _____ Market Potential Analysis
 - _____ Competitive Analysis
 - _____ Target Market Analysis
 - _____ Marketing and Absorption Objectives
 - _____ Advertising and Sales Promotion
 - _____ Marketing Activities Timetable
 - _____ Marketing Personnel
 - _____ Marketing Budget

Section H - Unit Appraisals - Optional

- _____ Exhibit 18 - Unit Appraisals
 - _____ Appraisal Report (Form 1004 or 1073), Addendum(s) and Limiting Conditions
 - _____ Photographs of Comparable Properties
 - _____ Map Showing Location of Subject Property and All Comparables Used
 - _____ Flood Insurance Rate Map
 - _____ Appraiser's Qualifications
 - _____ Disclaimer

Section I - Condominium/Homeowners' Association Documents

- _____ Exhibit 19 - Attorney Letter/Certification
- _____ Exhibit 20 - Master Deed
- _____ Exhibit 21 - Declaration of Trust
- _____ Exhibit 22 - Rules and Regulations
- _____ Exhibit 23 - Management Agreement/Plan
- _____ Exhibit 24 - Homeowners' Association Budget Including All Supporting Documentation
- _____ Exhibit 25 - Arbitration Agreement

Section J - Oil or Hazardous Materials

- _____ Exhibit 26 - Chapter 21E Site Assessment

Section K - Soil Reports or Borings

- _____ Exhibit 27 - Soils Analysis Report
 - _____ Sign-off by Certified Engineer
 - _____ Sign-off by Appropriate Local Inspector
 - _____ Report Summary
 - _____ Original Report

Section L - Specifications

- _____ Application - Pages 32 - 36
- _____ Exhibit 28 - Verification of Third-Party Warranty

Section M - Developer Credit and Financial Strength

- _____ Application - Pages 38 - 43
- _____ Exhibit 29 - Corporate Financial Statements
- _____ Exhibit 30 - Verification of Assets - Individuals
- _____ Exhibit 31 - Explanation of Development Credit History
- _____ Exhibit 32 - Explanation of Individual Credit History

Section N - Contractor Credit and Financial Strength

- _____ Application - Pages 45 - 49
- _____ Exhibit 33 - Corporate Financial Statements
- _____ Exhibit 34 - Verification of Assets - Individuals
- _____ Exhibit 35 - Explanation of Individual Credit History

Drawings - Please fold architectural materials into 8-1/2" x 11" format and submit five (5) copies with this application package. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42".

_____ **Cover Sheet showing written tabulation of:**

- _____ Proposed buildings by design, ownership type and size.
- _____ Dwelling unit distribution by floor, size, bedroom/bath number and handicapped designation.
- _____ Square footage breakdown between commercial, residential, community and other usage in the buildings.
- _____ Number of parking spaces, parking ratio required and proposed.
- _____ Dwelling units per acre under proposed zoning.
- _____ Percentage breakdown of the tract to be occupied by buildings, by parking and other paved vehicular areas, and open areas.

_____ **Site Plan showing:**

- _____ Lot lines, streets and existing buildings.
- _____ Proposed building footprint(s), parking, site improvements and general dimensions.
- _____ Zoning Restrictions (i.e. setback requirements, easements, height restrictions, etc).
- _____ Wetlands, contours, ledge and other environmental constraints.
- _____ Identification of units as HOP, LHA, MHFA and Market

_____ **Utilities Plan showing:**

- _____ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

_____ **Graphic description of the design concept showing:**

- _____ Typical building plan.
- _____ Typical unit plan for each unit type with square footage tabulation.
- _____ Elevation, section, perspective or photograph.
- _____ Typical wall section.

SECTION A - THE COMMUNITY

I. Community Information

Chief Elected Official

(Name) _____
(Title) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

Chairman Local Housing Partnership
(If any)

(Name) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

City/Town Planner
(If any)

(Name) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

Community Contact Person
for this project

(Name) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

Comprehensive Permits Only:

Chairman Zoning Board
of Appeals

(Name) _____
(Address) _____
(City/Town) _____ (ZIP) _____
(Telephone) _____

II. Local Contributions

Which of the following contributions has/will the community made/make to the project? Please check:

- | | | |
|--------------------------------|----------|----------|
| o Land Donation | _____ | |
| o Building Donation | _____ | |
| o Marketing Assistance | _____ | |
| o Other Work of Local Staff | _____ | |
| o Comprehensive Permit Granted | _____ | |
| o Density Increase | _____ | |
| o Waiver of Permit Fees | _____ | \$ _____ |
| o Local Funds (Cash) | _____ | \$ _____ |
| o Total Funds Committed | \$ _____ | \$ _____ |
| o Other (specify) | _____ | |
| | _____ | |
| | _____ | |

III. Local Approvals

By HOP definition, a community-supported application is supported both by the chief elected official and by the local housing partnership -- if one exists.

A. Letters of Support - Attach as Exhibit 1

- o Enclose a letter of support for your project from the chief elected official.
- o Enclose a letter of support for your project from the local housing partnership (if one exists).

B. Signatures of Support

Provide the signatures requested below if this is being submitted with local support:

Chief Elected Official

Date

Local Housing Partnership

Date

SECTION B - THE PROJECT

I. Project Information

A. Applicant Type: — Community Supported or
 — Developer Only

B. Unit Summary

	<u>Number</u>	<u>Percent of Total Units</u>
Public Housing Authority Units	_____	_____
HOP-Assisted Units	_____	_____
MHFA-Financed Units	_____	_____
Market Units	_____	_____
Total Units	_____	100%

C. Comprehensive Permit Yes No

D. <u>Ownership Type</u> (Check):		Number of Units
o Fee Simple Detached Homeowners' Association	Y_____ N _____	_____
o Fee Simple Attached Homeowners' Association	Y_____ N _____	_____
o Condominiums	_____	_____
o Coops	_____	_____
o Other	_____	_____

E.	<u>Project Style</u>	(Check):	Number of Units
o	Detached	_____	_____
o	Attached	_____	_____
o	Low-Rise (less than 35 feet)	_____	_____
o	Mid-Rise (35 - 70 feet)	_____	_____
o	Other (Specify)	_____	_____

F. Construction Type (Check):

- ☐ New Construction
☐ Stick-Built
☐ Modular/Manufactured
☐ Rehabilitation

If modular or manufactured, complete:

Name of Manufacturer _____
Address _____

City/Town _____
Contact Person _____
Phone Number _____
Registration Number _____

G. Project Information

FOUNDATIONS	# of Units	ATTIC	# of Units
Slab on Grade	_____	Unfinished	_____
Crawl Space	_____	Finished	_____
Full Basement	_____	Other	_____
EXTERIOR FINISH	# of Units	PARKING	# of Spaces
Wood	_____	Outdoor	_____
Vinyl	_____	Covered	_____
Brick	_____	Garage	_____
Other	_____		

HEATING SYSTEM

Oil	Forced Hot Air	_____	or Forced Hot Water	_____
Gas	Forced Hot Air	_____	or Forced Hot Water	_____
Electric	Heat Pump	_____	or Baseboard	_____

H. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price. Example: The project will contain three HOP units, each with 1200 square feet. One HOP unit will sell for \$75,000; one for \$85,000; and one for \$95,000. Prepare three separate entries for the three HOP units. List under type of unit Townhouse, Flat, Cape, Ranch, etc.

TYPE OF UNIT Design /Style	# OF UNITS	# OF BR	# OF BATHS	GROSS SQ. FT.	SALES PRICES	<u>*If Applicable</u>	
						HOMEOWNER/ CONDO FEE PER MONTH	APPRAISED VALUE
PUBLIC HOUSING							
HOP ASSISTED							
MHFA FINANCED							
MARKET UNITS							

* These fees must agree with the management budget submitted as part of this application.

I. Unit Totals by Bedrooms

Total number of 2 bedroom units: _____
Total number of 3 bedroom units: _____
Total number of 4 bedroom units: _____

J. Tax Rate

Local Tax Rate \$ _____ per \$1,000

II. Public Housing Units

Attach as Exhibit 2 a letter from your development team to the local housing authority making 5% of the total units available for purchase by the authority as low-income family housing.

III. Features and Amenities

Indicate any special features and/or amenities to be included in this project (Check):

Covered Parking	_____	Refrigerator	_____
Garages for all Units	_____	Dishwasher	_____
Swimming Pool	_____	Disposal	_____
Tennis Court	_____	Washer/Dryer	_____
		Hook-ups	
Clubhouse	_____	Laundry Room	_____
Whirlpool	_____	Exercise	_____
Cable T.V.	_____	Racquetball/ Squash Courts	_____
Sauna/Steam Room	_____	T.V. Security	_____
Tot Lot	_____	Day Care	_____
Other (Specify)	_____		

Will all features and amenities be available to HOP buyers as well as market buyers?

Yes _____ No _____

If "no" explain the differences: _____

IV. Development Schedule

Complete the chart below by providing the appropriate month and year. If you plan to develop the project in one phase, complete only the first vertical column. If you plan to develop in two and/or three phases, complete the second and/or third columns as well. Developments with more than three phases should attach additional sheets noting each subsequent phase as necessary.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Total</u>
o Number of LHA Units	_____	_____	_____	_____
o Number of HOP Units	_____	_____	_____	_____
o Number of MHFA Units	_____	_____	_____	_____
o Number of Market Units	_____	_____	_____	_____
Sub-totals	_____	_____	_____	_____

PLEASE COMPLETE THE FOLLOWING CHART WITH DATES

o All Permits Granted	_____	_____	_____
o Construction Start	_____	_____	_____
o Marketing Start - Affordable Units	_____	_____	_____
o Marketing Start - Market Units	_____	_____	_____
o Construction End	_____	_____	_____
o Initial Occupancy	_____	_____	_____

V. Public Funds

If other public funds will be used to complete this development, please complete the following:

Source: _____

Amount: _____

Source: _____

Amount: _____

Attach as Exhibit 3 a copy of the commitment letter(s) of any funds identified above.

SECTION C - THE DEVELOPMENT TEAM -- MEMBERS AND EXPERIENCE

I. Development Team Principals

o Developer	(Name)	_____
	(Firm Name)	_____
	(Tax ID No.)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Contractor/Builder	(Name)	_____
	(Firm Name)	_____
	(Tax ID No.)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Architect/Engineer (person responsible for drawings)	(Name)	_____
	(Firm Name)	_____
	(Tax ID No.)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Attorney	(Name)	_____
	(Firm Name)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Marketing Agent Affordable Units	(Name)	_____
	(Firm Name)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Marketing Agent Market Units	(Name)	_____
	(Firm)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____
o Consultant	(Name)	_____
	(Firm)	_____
	(Reg. No.)	_____
	(Address)	_____
	(City/Town)	_____ (Zip) _____
	(Telephone)	_____

II. Team Experience -- Developer and Contractor

A. Experience

Complete the charts on the following pages for all housing projects undertaken by the developer and contractor during the past three years. Include projects currently in construction as well as completed. You must provide owner references for each project including a current telephone number.

B. Developer Resumes

Attach as Exhibit 4 the resumes for the Developer(s).

C. Contractor Resume

Attach as Exhibit 5 the resume for the Contractor.

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43

SECTION D - THE DEVELOPMENT TEAM -- AFFIRMATIVE ACTION

I. Development Team Profile

List all professional persons and business entities that will be working on this project (architects, lawyers, contractors, appraisers, engineers, consultants, etc.). Indicate whether any of the individuals or businesses are minority* or women-owned.

	<u>Minority-Owned</u>	<u>§</u>	<u>Women-Owned</u>	<u>§</u>
Developer	Yes ____ No ____	____	Yes ____ No ____	____
Architect	Yes ____ No ____	____	Yes ____ No ____	____
Engineer	Yes ____ No ____	____	Yes ____ No ____	____
Attorney	Yes ____ No ____	____	Yes ____ No ____	____
Marketing Agent	Yes ____ No ____	____	Yes ____ No ____	____
Contractor	Yes ____ No ____	____	Yes ____ No ____	____
Sub-Contractor	Yes ____ No ____	____	Yes ____ No ____	____
Other (Specify)	Yes ____ No ____	____	Yes ____ No ____	____
_____	Yes ____ No ____	____	Yes ____ No ____	____
_____	Yes ____ No ____	____	Yes ____ No ____	____
_____	Yes ____ No ____	____	Yes ____ No ____	____

* MINORITY: Black, Hispanic, Native American and Asian.

II. Project Affirmative Action Plan/Program: Developer

The Massachusetts Housing Finance Agency (MHFA) requires all developers seeking MHFA funding to seek out qualified minority and female businesses and use their services. It is an objective of MHFA to create opportunities for minorities and women -- both individuals and business firms -- to participate in all phases of design, construction, and maintenance of MHFA projects. This objective is fully consistent with the public purpose of integrating people of both sexes and of all races into the mainstream of our economy.

A. Business Participation

1. What specific affirmative action goals and objectives are planned by the general contractor to ensure the use of 10% minority and 5% female businesses.

B. Workforce Participation

1. State all E.O. hiring procedures, affirmative action outreach methods and resources which will result in the employment of 10% minority and 5% female in the construction of the development.
2. Do you anticipate any barriers in the attainment of the affirmative action and equal opportunity goals?
3. If so, what alternative actions are planned to overcome these barriers?

Give the name, title, and phone number of the person on the developer's staff who will be responsible for approval and monitoring of the development team's effort to meet equal opportunity and affirmative action goals and objective.

(Name) _____
(Title) _____
(Phone #) _____

III. Affirmative Fair Marketing -- Outreach, Barriers, Strategies

A. Outreach

Indicate below which group(s) in the housing market area is (are) least likely to apply for housing, because of its location and other factors, unless special outreach efforts are made:

White (non-Hispanic)	_____
Black (non-Hispanic)	_____
American Indian	_____
Hispanic	_____
Asian	_____

B. Affirmative Fair Marketing Barriers

Indicate those factors that you anticipate may or will prevent the above groups from applying.

___	Location of project
___	Proximity to transportation
___	Racial hostility
___	Type of housing
___	Current and/or past patterns of segregation
___	Access to project advertising
___	Language barriers
___	Distance from usual social services/social activities
___	Current or past patterns of discrimination
___	Distance from church, or religious institutions
___	Others _____

C. Affirmative Fair Marketing Strategies

Indicate strategies and resources to be used for outreach:

- ☐ Minority media
- ☐ Community contact groups
- ☐ Church newsletters
- ☐ Local fair housing committee
- ☐ Minority occupants of other housing managed by management agent
- ☐ Owner-sponsored trips to project site
- ☐ Professionals representing outreach groups (ministers, doctors, social workers, employer, etc.)
- ☐ Other _____

D. Affirmative Fair Marketing Plan

Attach as Exhibit 6 an Affirmative Fair Marketing Plan (AFMP) prepared in accordance with the attached guidelines.

HOMEOWNERSHIP OPPORTUNITY PROGRAM

AFFIRMATIVE ACTION CERTIFICATE

The Massachusetts Housing Finance Agency (MHFA) requires all Mortgagors/Developers seeking MHFA financing to seek out qualified minority and female businesses and utilize their services. It is an objective of MHFA to create opportunities for minority and female individuals and business firms; to participate in all phases of the design, construction, and maintenance of MHFA projects. This objective is fully consistent with the public purpose of integrating people of both sexes and of all races into the mainstream of our economy.

I hereby certify that I have read and understand the affirmative action requirements as set forth by the Massachusetts Housing Finance Agency. I further certify that I will comply with all affirmative action requirements as they apply to the sale of units for which I receive a reservation of funds from the Agency under its Homeownership Opportunity Program and to the finding of subcontractors for the construction of these units and to the reports which the Agency may from time-to-time request.

Authorized Signature

Date

* Minority: Black, Hispanic, Native American and Asian.

SECTION E - PROJECT FEASIBILITY**I. Development Cost (Pro Forma)**

<u>Development Items:</u>	<u>Total Costs</u>	<u>Phase 1</u>
Site Acquisition	\$_____	\$_____
<u>Hard Costs:</u>		
(a) Site Preparation	\$_____	\$_____
(b) Landscaping	\$_____	\$_____
(c) Residential Construction	\$_____	\$_____
(d) Subtotal Hard Costs (a+b+c)	\$_____	\$_____
(e) Contingency	\$_____	\$_____
(f) Total Hard Costs (d+e)	\$_____	\$_____
<u>Soft Costs:</u>		
(g) Permits/Surveys	\$_____	\$_____
(h) Architectural	\$_____	\$_____
(i) Engineering	\$_____	\$_____
(j) Legal	\$_____	\$_____
(k) Insurance	\$_____	\$_____
(l) Security	\$_____	\$_____
(m) Developer's Fee	\$_____	\$_____
(n) Construction Manager	\$_____	\$_____
(o) Property Manager	\$_____	\$_____
(p) Construction Interest	\$_____	\$_____
(q) Financing/Application Fees	\$_____	\$_____
(r) Utilities	\$_____	\$_____
(s) Maintenance (unsold units)	\$_____	\$_____
(t) Accounting	\$_____	\$_____
(u) Marketing	\$_____	\$_____
(w) Subtotal soft costs (g through u)	\$_____	\$_____
(x) Contingency	\$_____	\$_____
(y) Total Soft Costs (w+x)	\$_____	\$_____
(z) <u>Total Development Costs</u> (f+y)	\$_____	\$_____

II. Profit Analysis (Should Conform to Information on Pro Forma)

Sources:

- | | | |
|-----|---------------------------|----------|
| (a) | HOP Projected Sales | \$ _____ |
| (b) | MHFA Projected Sales | \$ _____ |
| (c) | Public Housing Sales | \$ _____ |
| (d) | Market Sales | \$ _____ |
| (e) | Public Grants | \$ _____ |
| | | |
| (f) | Total Sales plus Grants | \$ _____ |
| (g) | Commissions Paid | \$ _____ |
| (h) | Net Sales Proceeds: (f-g) | \$ _____ |

Uses:

- | | | |
|-----|------------------------------|----------|
| (i) | Construction Contract Amount | \$ _____ |
| (j) | Total Development Costs | \$ _____ |

-
- | | | |
|-----|-------------------------|----------|
| (k) | Total Profit (h-j) | \$ _____ |
| (l) | Percentage Profit (k/j) | \$ _____ |

Mortgage Financing:

- | | | |
|-----|---|----------|
| (m) | Total MHFA financing
For all HOP & MHFA units
([a + b] x 95%) | \$ _____ |
| | | |
| (n) | HOP subsidy funds
(# of HOP units x \$13,000) | \$ _____ |

III. Cost Analysis

Provide the total, gross building square footage and the cost per square foot for each of the following items. Items should conform to the information provided on the Pro Forma.

- | | | |
|---|--|----------|
| o | Total Building Square Footage: | _____ |
| o | Residential Construction Cost
Per Square Foot | \$ _____ |
| o | Total Hard Costs per Square Foot: | \$ _____ |
| o | Total Development Costs per Square
Foot: | \$ _____ |
| o | Sales per Square Foot:
(Do not include proceeds from
public grants.) | \$ _____ |

IV. Construction Commitment Letter

Attach as Exhibit 7 a copy of the signed construction commitment letter.

V. Working Capital Requirements

Complete the schedule on page 20 indicating the sources and uses of funds by phase.

DETERMINATION OF WORKING CAPITAL PER PHASE

PHASES

Capital Sources

- (1) Advances from Construction Loan
- (2) Advances from Public Grants/Loan
- (3) Net Sales from Prior Phase
- (4) Total Capital Sources (1 + 2 + 3)

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5

Capital Uses

- (5) Costs Per Phase
- (6) Repayment to Lender for Prior Phase
- (7) Total Capital Uses (5 + 6)
- (8) Required Working Capital (4 - 7)

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5

SECTION F - THE SITE

If you have more than one site, please copy and complete this section (The site) for each site.

I. Site Address

Street and #: _____

Community: _____

Zip Code: _____

II. Site Characteristics

A. Summary description (including presence of any development constraints):

B. Total acreage _____

o Density per acre _____

C. Total buildable acreage _____

o Density per buildable acre _____

III. Zoning

A. Existing zoning

Zoning classification: _____

Usage allowed: _____

Units per acre allowed: _____

B. Agricultural Zoning

If zoning is "agricultural", have you received notification from the Massachusetts Department of Food and Agriculture concerning the applicability of Executive Order 193 to the site?

Yes _____ No _____

If "Yes", attach as Exhibit 8 a copy of the letter with this section.

IV. Site Approval

Attach as Exhibit 9 a copy of the MHFA site approval letter with this section.

V. Other Required Permits

Attach as Exhibit 10 all permits or approvals which must be obtained prior to start of construction (except building permits):

<u>Permit</u>	<u>Needed</u> Y/N	<u>Enclosed</u>
Historical	_____	_____
Comprehensive Permit	_____	_____
Conservation Commission	_____	_____
Environmental Impact Report	_____	_____
DEP Sewer Permit	_____	_____
DEP Water Permit	_____	_____
MDPW/MDC Curb Cut	_____	_____
Local Curb Cut	_____	_____
Other (Specify)	_____	_____

VI. Site Control

A. Site Owned

If the sponsor owns the site, attach a copy of the deed as Exhibit 11.

B. Site Under Agreement or Option

If you currently hold a purchase-and-sale agreement or an option to purchase the site, provide the following information:

1. Name and address of seller: _____

2. Proposed selling price: _____

3. Expiration date of P&S or option agreement: _____

Attach a full copy of the P&S or option agreement as Exhibit 11. If you are the designated developer for the site please attach a designation letter as Exhibit 11.

C. Last Arm's Length Transaction

Attach as Exhibit 12 verification of the cost of the land at the last arms-length transaction if within the last three (3) years of the project's first application to the state.

D. Land Appraisal

Attach as Exhibit 13 an appraisal performed by an independent, third-party appraiser verifying the value of the land with the zoning allowed at the earlier of: execution of an option agreement or purchase and sale agreement; or preliminary developer designation.

VII. Necessary Utilities/Infrastructure

- A. Sanitary Sewer Yes _____ No _____
Distance from Site _____ Size Connector _____
- B. Storm Sewer Yes _____ No _____
Distance from Site _____ Size Connector _____
- C. Public Water Yes _____ No _____
Distance from Site _____ Size Connector _____
- D. Gas Yes _____ No _____
- E. Electricity Yes _____ No _____
- F. Streets Yes _____ No _____
- G. Sidewalks Yes _____ No _____
- H. Curbs Yes _____ No _____

VIII. Directions to the Site

Attach as Exhibit 14 detailed site directions from Boston. Directions should include visual indicators of the site. Provide an original photograph of the site with nearest land markers at access to property as part of this Exhibit.

IX. Community/Area Map of the Site

Attach as Exhibit 15 a map of the community, with the site clearly marked.

X. Aerial Map of the Site

For sites larger than 10 acres, attach as Exhibit 16 an aerial photo of the site. Mark the site and identify surrounding land uses.

SECTION G - MARKETING PLAN

Provide as Exhibit 17 an outline of your marketing plan, including proposed strategy and associated costs consistent with the outline contained in this section. The plan must include the name of the marketing firm and a copy of the contract or scope of services outlining outreach and advertising campaigns. Emphasis should be placed on the market rate units including when the model unit is expected to be open to the public.

The budget should include details of the plan such as the anticipated date of marketing commencement and the provision of a model unit. Additionally, the plan should note the proposed absorption period and be adequately budgeted to extend through this period.

The marketing plan should not pre-date this application submission by more than 90 days.

Any questions regarding the plan requirements should be directed to Trisha Marchetti at (617) 451-3480, Ext. 449.

I. Marketing Plan Criteria for Housing Proposals

In order to effectively forecast the marketability of a proposed housing development and reduce the risk associated with a project's absorption, the marketing and budget plan outlined below must be submitted for review and approval by MHFA's Appraisal and Marketing Department prior to the issuance of a mortgage commitment.

MHFA will require a full narrative statement with each marketing plan submission. The narrative should outline the market research conducted which provided the basis for the project being proposed. The source of the information provided in the marketing plan must be identified.

In reviewing a final HOP application, the Agency's Marketing Coordinator will look for the following information in each marketing plan submission.

A. Title Page

The title page should include the project name, location, preparer of the report and date of submission.

B. Executive Summary

The Executive Summary should outline the proposed project and the key issues covered in the market plan. Include a complete examination of the market conditions in the market area of your project which are relevant to your proposal and its marketability.

C. Project Description

In detail, present your proposed project including information such as: the type of housing proposed, (condo/fee-simple/single family detached) style of housing, project size, project amenities and unit layout.

D. Market Potential Analysis

In detail, present the market potential of your project. Include the identification of the typical buyer of the homes proposed and how and why you feel your project will be meeting the needs of these buyers. Identify all projects within your market area that have recently experienced a successful absorption rate. How do these projects compare to your proposal? Who were the target buyers of these units?

E. Competitive Analysis

Provide a complete analysis of the competition on the market now as well as any new development planned to come on line within the next 18 months in the market area of your project. Include information on how the competition will effect your proposal. Identify who the target market is for the competitive projects identified. Identify further how long any of these projects have been marketing, how many units have sold, who is the typical buyer, and if there are financing incentives being offered etc.

F. Target Market Analysis

Identify your target buyer, include information on the needs and wants of these buyers as they relate to the purchase of a new home. Have the needs of the target buyer been met by a comparable development? What has the comparable projects absorption been? Include demographics information which identifies the age and income forecast of the target buyer identified?

G. Marketing and Absorption Objectives

Provide a schedule indicating an absorption schedule which you anticipate for our project. Provide anticipated date of construction through the final sell-out of the project. If appropriate, indicate scheduling for all phases proposed.

H. Advertising and Sales Promotion

Identify the advertising strategies to be used in promoting the project (e.g. newspaper). Please indicate if an outside advertising agency will be used to promote sales and identify the name of the company.

I. Marketing Activities Timetable

Present a schedule of all marketing activities to take place before, during and after construction is completed.

J. Marketing Personnel Descriptions

Include a complete description of all members of the marketing team working on this project.

II. Marketing Budget

Submit an itemized budget for your advertising and sales program which coincides with your proposed marketing plan. Be assured that the amount allocated is sufficient to accomplish the marketing strategies and meet objectives.

If available, submit a sample of the advertising material (brochures, logo, flyers, etc.), and the model unit layout including pictures of the interior design.

SAMPLE BUDGET FORMAT: The budget should include but not be limited to the list of Line-Item expenditures outlined below:

A. ADVERTISING EXPENSE

Newspaper	\$ _____
Radio	\$ _____
Flyers	\$ _____
Brochures	\$ _____
Signage	\$ _____

B. MODEL UNIT EXPENSE

Furniture	\$ _____
Window Dressings	\$ _____
Floor Coverings	\$ _____
Various Accessories (dishes, glassware, wall hangings)	\$ _____
Design Consultant	\$ _____

C. SALES STAFF EXPENSE

Sales Staff Commission Rate	_____ %
Secretarial Staff	\$ _____
Office Supplies	\$ _____
Telephone Charges	\$ _____
Heating - A/C	\$ _____

D. OTHER EXPENSES

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated Marketing Budget \$ _____

Cost Per Unit \$ _____

SECTION H - UNIT APPRAISALS

I. Unit Values

Developers may choose (but are not required) to have unit appraisals completed for their project and submitted as part of this application. If this is done, the appraisals must be completed according to the Federal National Mortgage Association (FNMA) guidelines and be attached to this application as Exhibit 18.

If appraisals are submitted with the application, MHFA's Appraisal and Marketing Department (A & M) will utilize them in their analysis of attainable sales prices. If A & M's review indicates that the appraisals are too high, the sponsor may request a third appraisal. An outside appraiser will be hired by the Agency at the developer's expense and this determination will be final.

In those cases where appraisals have not been submitted, the Appraisal and Marketing Department will complete a market analysis to determine appropriate sales prices.

II. Appraisal Guidelines

The guidelines and requirements for the preparation of appraisals is outlined in the booklet, Focus: Appraisal Guide (available by request at the MHFA Office of Single Family Programs). An appraisal for each unit type must be submitted using the standard FNMA forms, procedures and guidelines and should be signed by the construction lender in order to indicate their acceptance of the appraisal analysis. A letter of acceptance may be submitted by the lender in lieu of a signature.

Appraisal and Marketing will review the FNMA reports for accuracy and consistency with these guidelines. Particular attention will be paid to the quality of the comparable sales data utilized in the market data analysis. The appraiser should provide a complete explanation for any adjustments made to reflect major differences in the comparables selected.

We expect all appraisals to meet the standards of acceptability established by FNMA guidelines for participating lenders.

Appraisals should not pre-date this application submission by more than 90 days.

Any questions regarding the FNMA Appraisal Guidelines should be directed to Michelle M. Thompson at (617)451-3480 x209.

SECTION I - CONDOMINIUM/HOMEOWNERS' ASSOCIATION DOCUMENTS

I. Condominium Documents

MHFA has had a set of standard condominium documents prepared for use with the HOP Program. These documents should be adapted to your specific development by your attorney. Copies of these documents are available upon request at the MHFA Office of Single Family Programs.

Attach as Exhibit 19 an Attorney Letter/Certification which identifies changes made and certifies that the documents comply with MHFA requirements.

Attach as Exhibit 20 the Master Deed.

Attach as Exhibit 21 the Declaration of Trust.

Attach as Exhibit 22 the Rules and Regulations.

Attach as Exhibit 23 the Management Agreement/Plan

Attach as Exhibit 24 the Homeowners' Association Budget including all supporting documentation. DO NOT COMPLETE THE ASSOCIATION BUDGET WITHOUT REQUESTING AND READING THE "HANDBOOK FOR PREPARATION OF CONDOMINIUM BUDGETS".

II. Condexes, Tri-plexes and Quadra-plexes

Clearly state that Exhibits 19 through 24 are not applicable.

Attach as Exhibit 25 an arbitration agreement for all developments of consisting of 2, 3, or 4 units, fee simple. The standard arbitration agreements provided by the American Arbitration Association may be used.

III. Subdivisions with a Homeowners' Association

Clearly state that Exhibits 19 through 22 and Exhibit 25 are not applicable.

A. Management Agreement/Plan

Attach as Exhibit 23 a Management Agreement and Plan.

B. Homeowners' Association Budget

Attach as Exhibit 24 a Homeowners' Association Budget including all supporting documentation. DO NOT COMPLETE THE ASSOCIATION BUDGET WITHOUT REQUESTING AND READING THE "HANDBOOK FOR PREPARATION OF CONDOMINIUM BUDGETS".

See standard condominium documents for format.

SECTION J - OIL OR HAZARDOUS MATERIALS CHAPTER 21E SITE ASSESSMENT

Attach as Exhibit 26 a Site Assessment Report completed by a certified engineer pursuant to Chapter 21E.

This checklist is intended to assist you in providing information essential to the completion of a Chapter 21E Preliminary Site Assessment which is acceptable to MHFA. It is not intended to serve as a substitute for the report which should be completed for each site. An update of the report may be required for assessments that have been completed more than one year prior to the submission of this application.

1. A map identifying the location of the site and of other related activities which are referenced should accompany the Preliminary Site Assessment Report.
1. Description of current and previous use of the site.
2. Description of land uses in the surrounding area, with particular reference to existing or potential oil and hazardous materials generators. (Gas stations and other fuel oil storage areas, manufacturers and commercial establishments that use hazardous materials, etc.)
3. Use or prior use of petroleum, fuels, lubricants, solvents, resins, glues, inks, dyes, acids, caustics, metals, cyanide, pesticides, herbicides, or other chemicals in connection with current and prior use of the site and adjacent properties.
4. Underground storage tanks on site or immediately adjacent properties.
5. Drum storage of hazardous materials on site and adjacent properties.
6. Electrical transformers; asbestos building materials; areas of obvious fill; areas of unusual discoloration of soil or water; and appearance of vegetation during the growing season (unhealthy vegetation may be caused by presence of oil or hazardous materials) on the site.
7. Property serviced by: municipal sewer or septic/leaching field municipal water or public/private well (on site)
8. Floor drains, sumps, dry wells or drainage ditches on the site.
9. Public drinking water reservoirs/wells nearby.
10. Wetlands (rivers, streams, ponds, swamps, marshes) nearby.
11. Site or nearby sites listed in the DEP Master Index of Disposal sites.
12. Applicable regulatory permits (air emissions, surface water/-groundwater discharge, sewer, water supply, etc.) for site are in hand and up to date.

SECTION K - SOILS REPORT OR BORINGS

I. Soils Analysis

Submit as Exhibit 27 an original report of findings from the soils analysis that has been performed by a certified engineer and attested to by the appropriate local official. Include a summary of the report and the unit of measure used as acceptable soil for building type(s) proposed.

I. Specifications

Developer _____ Project No. _____
 Project Name _____ Architect _____
 Location _____ Date _____

INSTRUCTIONS: Describe all materials and equipment to be used. Include no alternates or equivalents. Show extent of work and typical details on drawings. Attach additional sheets if necessary to completely describe the work. The Cost Estimate will recognize quality products and materials in excess of acceptable minimums, when specified. Certain parts of the work cannot be put in their proper classification until more information about their materials and construction is known; therefore describe, under suitable categories below, the following: main service and other stairs, treads, risers, handrails, balusters, etc.; sound insulation of partitions and floors separating apartments and between apartments and public spaces, utility conduits and tunnels, water proofing and drainage, utilities, and related insulation; retaining walls, garages and accessory buildings, and off-site improvements required to serve the project such as roads, curbs, walks, utilities, storm sewers, planning, etc.

1. GENERAL REQUIREMENTS: _____

2. SITE WORK:
 Type of Soil _____; Bearing Capacity _____
 Material and thickness of fill and base course. _____
 Demolition: Construction of structures to be demolished and materials to be reused.
 Other land improvements.
 Storm Drainage: Culverts, pipes, manholes, catch basins, downspout connection (dry well, splash blocks, storm sewer).
 Site Preparation: Tree protection, surgery, wells, walls, topsoil stripping, clearing, grubbing, and rough grading.

Curbs and Gutters: Type and material.

Pavement: Material and thickness of base and wearing surface for drives, parking areas, streets, alleys, courts, walks, drying yards and play areas. Steps, handrails, checkwalls.

Equipment for Special Areas and Enclosures: Play equipment, benches, fences.

Finish Grading: Approximate existing depth and method of improving topsoil. Extent of finish grading.

Lawns and planting: Type, size, quantity and location of lawn, ground cover and hedge material, trees, shrubs, etc.

NOTE: This Outline is based on the "Uniform System" for Construction Specifications, Data Filing, and Cost Accounting developed by AIA, CSI, and AGC.

3. **CONCRETE:** Concrete strength for exterior walls below and above grade, interior walls and partitions, piers, footings, columns and girders. Size, thickness and location on drawings. Note portions having reinforcing steel on drawings. Location, size and material of footing drains and outlet.

Structural system of concrete floors in basement, other floors and roof. Thickness of slabs and strength of concrete. Attached exterior concrete steps and porches. If more than one type of construction is used, list separately and state locations.

Slab Perimeter Insulation: _____

4. **MASONRY:** Material and thickness of exterior walls above and below grade, interior walls and partitions, fire walls, stair, hall and elevator enclosures, chimneys, incinerators, veneer, sills, copings, etc.

- _____
- _____
- _____
- _____
- _____
5. **METALS:**

Miscellaneous Iron: Material and size of items such as:

Access Doors _____

Area Gratings _____

Lintels _____

Fire Escapes _____

Foundation Vents _____

Structural Steel: Framing or structural system used.

- _____
- _____
6. **CARPENTRY:** Size, spacing, and grade of lumber to be used for floor, roof, exterior walls above grade and interior partition framing, subfloor, sheathing, underlayment and exterior finish materials (wood siding, shingles, asbestos siding, etc.).

Grade and species for interior and exterior finish work. _____

7. **MOISTURE PROTECTION:** Materials and method of waterproofing walls and slabs below grade, location, thickness or number of plies. Type of permanent protection of waterproofing (parging) if used. Method of dampproofing above grade. Flashing materials if other than sheet metal. Spondrel waterproofing.

Thermal Insulation: Thickness R-value and type of material. Method of installation.

Exterior walls _____

Celling below Roof _____

Roof _____

Other _____

Roofing: Roof covering materials and method of application, weight of shingles, number of felt plies, bitumen, etc.

Sheet Metal: Material and weight or gauge for flashings, copings, gutters and downspouts, roof ventilators, scuppers, etc.

Caulking: _____

8. **DOORS, WINDOWS AND GLASS:**

Windows and Frames: Type and Material. Special construction features or protective treatment.

Glazing: Thickness, strength and grade of glass and method of glazing.

Metal Curtain Walls: _____

Doors and Frames:

Exterior: Thickness, material and type at all locations.

Interior: Thickness, material and type for public halls and stairs, apartments (entrance and interior), boiler rooms, fire doors and other locations.

Finish Hardware: Material and finish of exterior and interior locksets, sliding and folding door hardware, window and cabinet hardware, door closers, door knockers, numbers, etc.

Weatherstripping: Material and Type.

Weatherstripping: _____

Windows _____

Exterior Doors _____

Thresholds _____

Screens: Type and material of mesh and frames.

FINISHES:

Grade, material, and thickness of all finishes.

Painting: Type and number of coats.

Exterior _____ Interior _____

Wood _____ Wood _____

Metal _____ Metal _____

Masonry _____ Walls & Ceilings _____

_____ Kitchen & Bath _____

Tile and Ceramic Bathroom Accessories:

Floor and Wall Covering Materials: Thickness, grade, finish and wainscot height.

LOCATION	MATERIAL	
	FLOORS	WALLS
a. _____		
b. _____		
c. _____		
d. _____		
e. _____		

Bathroom Accessories: Material and Quantity.

Attached _____

Recessed _____

Resilient Flooring: Location, type and gauge, for all materials.

Medicine Cabinets: Material, size and type.

Mail Boxes, Package Receivers.

Postaged Incinerators.

11. EQUIPMENT:

Refrigerators: Capacity for each size of living unit.

Kitchen Ranges: Size and type for each size of living unit.

Kitchen Cabinets: Detail on drawings.

Wall Units: Material _____; Finish _____

Base Units: Material _____; Finish _____

Counter Top and Backsplash Material _____

Other cabinets and built-in storage units: _____

Equipment: Garbage disposal units, dishwashers, clothes washers and dryers.

12. FURNISHINGS:

Shades: Type of shades, venetian blinds or other devices for privacy and control of natural light.

13. SPECIAL CONSTRUCTION: Incinerators - Job constructed.

14. CONVEYING SYSTEMS:

Elevators: Attach letter from manufacturer whose elevator installation is proposed, containing a brief comprehensive specification for the complete elevator installation, and the manufacturer's statement that the number of elevators proposed and the installation described will provide adequate service, and that manufacturer maintains an effective service organization in the project locality.

15. MECHANICAL:

Plumbing and Hot Water Supply:

Fixtures: Material, size, fittings, trim and color.

Sink _____

Lavatory _____

Water Closet _____

Bethub _____

Shower over tub _____

Stall Shower _____

Laundry Trays _____

Other _____

Piping: Material

Soil Lines _____ Gas Lines _____
Waste Lines _____ Standpipes _____
Vents _____ Interior Downspouts _____
Water _____

Valve Shutoff for Servicing

Domestic Water Heating:

Direct fired: Type, capacity and recovery rate.

Indirect fired: Separate boiler or combined with space heating boiler. Storage and recovery capacity.

Solar Energy:

Application _____ System _____
Subsystem _____ System Capacity _____

Insulation: Type and thickness of insulation on water lines and water heating equipment.

Heating:

Kind of System: Hot water, steam, forced warm air, gravity warm air, etc.

Fuel Used: _____

Calculated Load: _____

Heating _____, Domestic Hot Water _____, Total _____

Equipment:

Make and Model _____

Input (per hr.): Coal (lbs.) _____, oil (gals.) _____, gas (BTUH) _____

Output (BTUH) _____

Distribution System: _____

Insulation: Type and thickness of insulation on heating equipment and distribution system.

Room Heating Units: Baseboard units, radiators, convectors, registers, etc.

Solar Energy:

Application _____ System _____

Subsystem _____ System Capacity _____

Space Heaters: Type, make, model, location and output of heating systems such as wall heaters, floor furnaces and unit heaters.

Temperature Controls: Individual unit, zone, central, etc.

Ventilation: Location, capacity and purpose of ventilating fans.

Air Conditioning:

Unitary Equipment: Self Contained or packaged units.

Calculated load: _____

Equipment: Make, model, operating voltage and capacity in BTUH for each size serving individual rooms, apartment units, or zone.

Central System:

Calculated load: _____

Equipment: Make, model capacity, etc., of compressor, condenser, cooling tower, water chillers, air handling equipment, and other components which make up the complete system.

Utilities On-Site: Material for distribution system for all piped utilities.

Water Supply: Fire hydrants, yard hydrants, lawn sprinkler systems, exterior drinking fountains.

Gas: _____

Sanitary Sewerage: Treatment plants, pumping stations, manholes.

16. ELECTRICAL:

Electric Wiring: Type of wiring and load centers, number of circuits per unit, individual unit metering or project metering, spare conduit for future load requirements, radio or TV antenna systems. Show receptacles, light outlets, switches, power outlets, telephone outlets, door bells, fire alarm systems, etc., on drawings.

Electric Fixtures: Type for various locations.

Electric light standards for lighting grounds, streets, courts, etc. Underground or overhead service.

All items of construction, equipment and finish, together with all incidentals, which are essential to the completion of the project will be provided whether or not specifically included in the exhibits and will be of a type, quality and capacity acceptable to M&TA and appropriate to the character of the project.

(Signed) _____ *Developer*

By _____ *Architect*

II. Builder's Warranty

Homes must be covered by a third party warranty program recognized as acceptable by a federal agency such as FHA. Include a copy of the warrantor's acceptance of the developer or general contractor as Exhibit 28. If a warranty is not provided with this application, it will be required prior to a mortgage closing on this development by the Agency.

III. Energy Budget Request

This form must be submitted for any project proposing to use a fuel source other than the fuel source which will be the least expensive for the homeowner:

Project Name _____

Unit/Building Type _____

Construction Type _____ Location _____

Describe and/or sketch unit and location (i.e. three-story townhouse end unit; 1 BR ground floor flat, middle unit, etc.)

	Area in Sq. Ft.	R Value
Exterior wall	_____	_____
Glass	_____	_____
Roof	_____	_____

Exterior. Floor Perimeter L' _____

Total Sq. Ft. this unit _____

Height _____

Number of Bedrooms _____

Heating System Type & Fuel _____

Amenities Please indicate fuel type.

() Hot Water () Air Conditioning

() Cooking () Clothes Dryer

Your name and title: _____

Firm _____

Telephone _____ Date _____

SECTION M - DEVELOPER'S CREDIT AND FINANCIAL STRENGTH

I. Developer as a Corporation

If the developer is signing the Construction Loan Commitment Letter as a corporation, then the corporation must attach as Exhibit 29 an audited financial statement dated not more than 12 months from the application submission date. If the corporation has never had an audited financial statement, then attach as Exhibit 29 an unaudited financial statement dated within 6 months of the HOP application and signed by the treasurer of the corporation along with a certification that the corporation has never had an audited financial statement and that the unaudited financial statement submitted fairly represents the financial condition of the corporation.

II. Developer as an Individual(s)

If the developer is an individual(s), then each individual who signed the Construction Loan Commitment Letter must submit an Individual Credit Form (page 39 of this application) and Financial Profile (pages 40 - 42 of this application) signed and dated within 6 months of this application submission. Supporting verifications and schedules must be attached as Exhibit 30.

III. Credit History

Each individual or corporate developer must complete the following section listing the projects for the previous 5 years in which s/he has been a principal responsible for debt repayment. Use additional space as necessary.

<u>Project/ Location</u>	<u>Lender</u>	<u>Balance</u>
--------------------------	---------------	----------------

IV. Credit History Certification

Each individual or corporate developer completing number 3 above, must sign the following statement or complete "V" below.

I certify that the projects listed, include all projects that I have been involved with as a principal or shareholder over the past five years, and that no defaults, foreclosures or deeds-in-lieu of foreclosures have occurred on any of these projects.

Date

Signature

V. Credit History Explanation

If any Principal or Shareholder cannot certify, then a written explanation indicating the reasons for each default, foreclosure or deed-in-lieu of foreclosure must be attached as Exhibit 31.

VI. Developer Credit

For Individual Use only

SECTION 1: Credit Reference Authorization

1a. The Individual Credit & Financial Profile consists of two sections. Section I is the Credit Reference Authorization. Section II is the individual's Financial Profile. The Financial Profile, as well as the applicable schedules and attachments, must be fully completed.

Name: _____	Employer: _____
Home Address: _____	Business Address: _____
Telephone #: _____	Business Telephone #: _____
Social Security #: _____	Position: _____

I hereby give my consent for the Massachusetts Housing Finance Agency, and their assigned credit bureau, to have any and all information regarding my employment, checking and/or saving account, credit obligations, and all other credit matters which they may require in connection with my application for MHFA mortgage funds. This form may be reproduced, and that copy shall be as effective as the original consent which I have signed.

I am aware that the assigned credit bureau may call me to clarify information obtained in my credit history or application, in order to expedite the process of the application.

Signature _____ Date _____

1b. (If you answer "Yes" to any of the following questions, please attach an explanation as Exhibit 32)

1. Are you presently in default on any loans?
2. Are there any judgments, liens, or attachments against you?

VII. Financial Profile

For Individual Use Only

As of: _____
(Statement Date)

For: _____
(Individual's Name)

STATEMENT DATE MUST BE WITHIN 6 MONTHS OF THE APPLICATION DATE

Note 1: Complete Part B, schedules #1 & 2, and carry forward the amounts to Part A. Enter the cash values in Part A, from the documents described under Verifications and attach the documents. The documents must confirm the account balance on or before the above "As of Statement Date". Complete the market values from estimate of value or appraisals. Attach the documentation described under Verifications for the market value of wholly owned business and value of partnership interest. Accounts listed without the required verification or schedules will not be considered in the Working Capital and Net Worth calculations.

Account

Cash Deposits
Marketable Securities
Individual Retirement Accounts
Cash Surrender Value of Insurance
Note Receivable
Wholly Owned Businesses
Value of Partnership Interest

Verifications-must be attached

Copies of bank statements/passbooks
Copies of Broker statements
Copies of IRA statements
Copies of statements from
Insurance Company
Copies of Notes & Complete
Schedule 2
Copies of Company Balance Sheet
Copies of Company Balance Sheet &

Percentage of Ownership

Schedules 1 & 2 Required For:

- | | |
|---------------------------------|---------------------|
| 1) Mortgages on Property | Complete Schedule 1 |
| 2) Mortgages on Unimproved Land | Complete Schedule 1 |
| 3) Notes/Accounts Receivable | Complete Schedule 2 |

PART A

ASSETSLIABILITIES

Cash Values:

Cash Deposits \$ _____

Marketable Securities _____

Individual Retirement Accounts _____

CSV Life Insurance _____

Notes Receivable (within 1 year, Schedule 2) _____

Accounts Receivable (within 1 year, Schedule 2) _____

Subtotal of _____

Cash Values _____

Mortgage on Personal Residences (Schedule 1) \$ _____ \$ _____

Mortgage on Rental Property (Schedule 1) _____

Mortgage on Unimproved Land (Schedule 1) _____

Loan Secured by _____

Unsecured Loans _____

Revolving/ Charge Accounts _____

Total Monthly Payments \$ _____

Total Current Balance \$ _____

PART B

Schedule #1:
Property Owned

Code R = Rental Property
Code P = Personal Residence
Code U = Unimproved Land

<u>Address</u> <u>Property</u>	<u>Code</u>	<u>Mortgagee</u>	<u>Market</u> <u>Value</u>	<u>Monthly</u> <u>Payment</u>	<u>Current</u> <u>Balance</u>
-----------------------------------	-------------	------------------	-------------------------------	----------------------------------	----------------------------------

TOTALS

\$

\$

\$

Schedule #2:

Notes/Accounts Receivable

<u>Due From</u>	<u>For</u>	<u>Amount of Payment</u> <u>Due within one year</u>	<u>Dates & Amounts of</u> <u>Future Annual</u> <u>Payments</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS		\$ _____	\$ _____

CERTIFICATION

I hereby certify that my Credit Authorization, Financial Profile, verifications, and Schedules, are submitted to MHFA as part of my application for mortgage, and or subsidy funds for

(Project Name & Location)

The amounts contained herein are true and represent my financial profile as of the above statement date.

Signature

Date

SECTION N - GENERAL CONTRACTOR'S CREDIT AND FINANCIAL STRENGTH

I. General Contractor as a Corporation

When the General Contractor is a corporation, attach as Exhibit 33 an audited financial statement for the fiscal year ended within 12 months of the date of the application submission. If the corporation has never had an audited financial statement then attach as Exhibit 33 an unaudited financial statement dated within 6 months of the application submission date and signed by the treasurer of the corporation along with a certification that the corporation has never had an audited financial statement and that the unaudited financial statement submitted fairly represents the financial condition of the corporation.

II. General Contractor as Sole Proprietorship or Partnership

When the General Contractor is a sole proprietorship or partnership doing business under a trade style name, an audited statement for the fiscal year ended within 12 months of the application submission date must be attached as Exhibit 33. If the entity has never had an audited financial statement, then an unaudited financial statement dated within 6 months of the application submission date must be attached as Exhibit 33. The unaudited financial statement must be signed and dated by each principal of the proprietorship or partnership under a certification that states that proprietorship or partnership has never had an audited financial statement and the unaudited financial statement fairly represents its financial condition. In the event that the trade style entity does not record financial statements, the individual must complete Section III below.

III. General Contractor as an Individual

If the General Contractor is an individual(s), then an Individual Credit Form (page 45 of this application) and Financial Profile (pages 46 - 48 of this application) signed and dated within 6 months of this application submission must be completed. Supporting verifications and schedules must be attached as Exhibit 34.

IV. Construction Contract

A. **Total Construction Contract Amount** \$ _____

B. **Construction Contract Amount by Phase**

Phase 1	\$ _____
Phase 2	\$ _____
Phase 3	\$ _____
Phase 4	\$ _____

V. Contractor Credit

For Individual Use Only

SECTION 1: Credit Reference Authorization

1a. The Individual Credit & Financial Profile consists of two sections. Section I is the Credit Reference Authorization. Section II is the individual's Financial Profile. The Financial Profile, as well as the applicable schedules and attachments, must be fully completed.

Name: _____	Employer: _____
Home Address: _____	Business Address: _____
Telephone #: _____	Business Telephone #: _____
Social Security #: _____	Position: _____

I hereby give my consent for the Massachusetts Housing Finance Agency, and their assigned credit bureau, to have any and all information regarding my employment, checking and/or saving account, credit obligations, and all other credit matters which they may require in connection with my application for MHFA mortgage funds. This form may be reproduced, and that copy shall be as effective as the original consent which I have signed.

I am aware that the assigned credit bureau may call me to clarify information obtained in my credit history or application, in order to expedite the process of the application.

Signature _____ Date _____

Ib. (If you answer "Yes" to any of the following questions, please attach an explanation as Exhibit 35)

1. Are you presently in default on any loans?
2. Are there any judgments, liens, or attachments against you?
3. Have you had property foreclosed upon, or given title or deed in lieu thereof, in the past 5 years?

IV. Financial Profile

For Individual Use Only

As of: _____
(Statement Date)

For: _____
(Individual's Name)

STATEMENT DATE MUST BE WITHIN 6 MONTHS OF THE APPLICATION DATE

Note 1: Complete Part B, schedules #1 & 2, and carry forward the amounts to Part A. Enter the cash values in Part A, from the documents described under Verifications and attach the documents. The documents must confirm the account balance on or before the above "As of Statement Date". Complete the market values from estimates of value or appraisals. Attach the documentation described under Verifications for the market value of wholly owned business and value of partnership interest. Accounts listed without the required verification or schedules will not be considered in the Working capital and Net Worth calculations.

Account

Cash Deposits
Marketable Securities
Individual Retirement Accounts
Cash Surrender Value of Insurance
Note Receivable
Wholly Owned Businesses
Value of Partnership Interest

Verifications-must be attached

Copies of bank statements/passbooks
Copies of Broker statements
Copies of IRA statements
Copies of statements from Insurance Company
Copies of Notes & Complete Schedule 2
Copies of Company Balance Sheet
Copies of Company Balance Sheet &

Percentage of Ownership

Schedules 1 & 2 Required For:

- | | |
|---------------------------------|---------------------|
| 1) Mortgages on Property | Complete Schedule 1 |
| 2) Mortgages on Unimproved Land | Complete Schedule 1 |
| 3) Notes/Accounts Receivable | Complete Schedule 2 |

PART A

ASSETSLIABILITIES

			<u>MONTHLY PAYMENT</u>	<u>CURRENT BALANCE</u>
Cash Values:				
Cash Deposits	\$ _____	Mortgage on Personal Residences (Schedule 1)	\$ _____	\$ _____
Marketable Securities	_____			
Individual Retirement Accounts	_____	Mortgage on Rental Property (Schedule 1)	_____	_____
CSV Life Insurance	_____	Mortgage on Unimproved Land (Schedule 1)	_____	_____
Notes Receivable (within 1 year, Schedule 2)	_____	Loan Secured by	_____	_____
		_____	_____	_____
Accounts Receivable (within 1 year, Schedule 2)	_____	Unsecured Loans	_____	_____
			_____	_____
Subtotal of Cash Values	_____	Revolving/ Charge Accounts	_____	_____
			_____	_____
			_____	_____
			_____	_____
		Total Monthly Payments	\$ _____	
		Total Current Balance		\$ _____

PART B

Schedule #1:

Code R = Rental Property

Code P = Personal Residence

Property Owned

Code U = Unimproved Land

<u>Address</u> <u>Property</u>	<u>Code</u>	<u>Mortgagee</u>	<u>Market</u> <u>Value</u>	<u>Monthly</u> <u>Payment</u>	<u>Current</u> <u>Balance</u>
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TOTALS

\$

\$

\$

Schedule #2:

Notes/Accounts Receivable

<u>Due From</u>	<u>For</u>	<u>Amount of Payment</u> <u>Due within one year</u>	<u>Dates & Amounts of</u> <u>Future Annual</u> <u>Payments</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS		\$ _____	\$ _____

